

28 August 1974

MEMORANDUM FOR: Chief, O/DD/I Management Staff

THROUGH : O/DD/I Records Management Officer

SUBJECT : Request for File Equipment

1. With completion of the ICRS move to new quarters in Room 1G38, Headquarters Building, we have continued to review filing needs in relation to the equipment on hand and on order and have concluded that the following additional filing equipment should be procured:

<u>No.</u>	<u>Description</u>	<u>Justification</u>
1	3-drawer roll-out Conserva-file (Wood grain)	To replace 4-drawer legal size safe used in the office of the Chairman
1	3-drawer roll-out Conserva-file (Red)	To replace 4-section bookcase and 2-drawer safe used by Chief, Program Support Branch
3	7110-W19-9583 Item #442-902: Officemaker Elevated Console with standard accessories. Color: Black with Walnut top. Model No. 603051 (Vendor: M.S. Ginn) (Unit Price: \$194.00 less 25% discount)	As anticipated, the elevated Consoles ordered earlier have contributed materially to both the efficiency and the appearance of the several analyst work sta- tions to which they have been added. The additional consoles are for use by analysts on the ICRS staff who work on a regular basis with large com- puter print-outs.

2. The addition of the filing equipment listed above should greatly facilitate the operation of the ICRS staff, as it will contribute to a smooth paper flow as well as to a logical filing plan for both working papers and official files. 25X1A

3. Please contact [REDACTED] on red line extension 1619 if additional information is required.

25X1A

[REDACTED]

Office of the Chairman, COMIREX

25X1A

Approved:

[REDACTED]

for Chairman, COMIREX

25X1A

Concur:

[REDACTED]

Records Management Officer